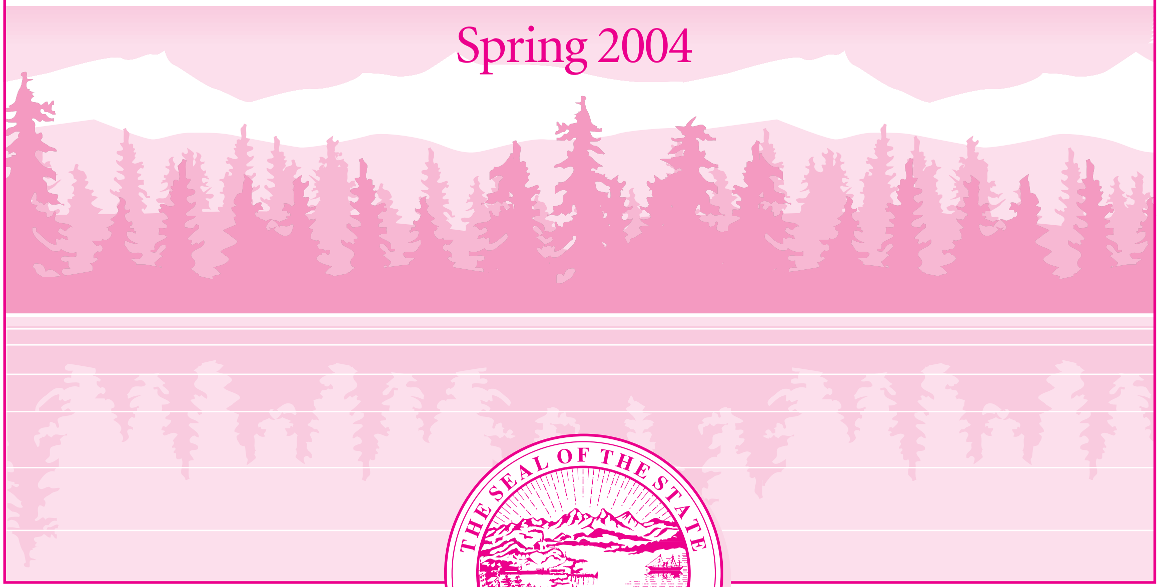
# The Alaska Comprehensive System of Student Assessment (CSSA)

Benchmarks 1, 2, and 3

## District Test Coordinator's Manual

Spring 2004



Alaska Department of Education & Early Development ★ CTB/McGraw-Hill

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# Important Notes

The aim of this District Test Coordinator's Manual is to assist in the distribution, collection, and return of materials for the Alaska Comprehensive System of Student Assessment (CSSA) Benchmark Examinations.

This document is not a test manual. Information concerning the contents of the CSSA for each Benchmark grade and instructions for administering it are found in the Test Administration Directions.

### *For General Information*

For information regarding the Benchmark Examinations, call the Alaska Department of Education & Early Development (EED) at (907) 465-8432 or CTB/McGraw-Hill at (800) 459-6530, 8:00 A.M. to 5:00 P.M. Pacific Standard Time, Monday through Friday, and select option 3. Associate Test Coordinators should contact their District Test Coordinator before contacting CTB/McGraw-Hill or EED.

### *Additional Materials*

To receive additional test materials, call CTB/McGraw-Hill at (800) 459-6530 and select option 1.

### *Pickup of Materials*

**In order to meet an earlier Benchmark reporting window in 2004, it is necessary to establish an earlier pickup date for the larger districts. Therefore, Benchmark materials will be picked up on March 5, 2004, from the following districts: Anchorage, Fairbanks, Mat-Su, and Kenai Peninsula. These districts will be contacted by a CTB carrier to arrange for pickup. The remaining districts will have a final pickup date of March 9, 2004.**

**To ensure timely pickup of materials, districts should instruct schools to return materials immediately upon completion of testing (or upon completion of makeup testing, if necessary). Districts should not consolidate their Benchmark and HSGQE test materials into one shipment, as HSGQE test materials need to be returned to CTB in an earlier and separate shipment to meet a more stringent 2004 reporting schedule. When district materials are ready for pickup, send an e-mail to transportation@ctb.com (with a copy to Cathy Anderegg at EED addressed as follows: Cathy_Anderegg@eed.state.ak.us) with the subject line "Alaska Pickup." Please include in the e-mail your district name and number, physical location, and hours of operation. CTB will contact the district offices with the carrier's name. Pickup will occur 1–3 days after your e-mail is received. Please make sure that all test materials have been packaged and are ready for pickup between March 5 and March 9, 2004.**

## Toll-Free Calling

When you dial (800) 459-6530, you will be able to select one of three options using your touch-tone telephone. You will be prompted by a recording that will say something similar to the statements below. Please listen carefully to choose the option you need—the recorded prompt may be different from the options described below.

- For assistance with materials and ordering, select option 1.
- For assistance with reports, preprinted student information forms, or questions about returning materials for scoring, select option 2.
- To reach Program Management, select option 3.

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# Message to District Test Coordinators and Test Administrators

Please review this District Test Coordinator's Manual carefully. It provides important information that will enhance the Benchmark Examinations for students, teachers, parents, and schools. When the testing materials arrive, please review all of the materials provided. Test administrators are encouraged to become thoroughly familiar with the Test Administration Directions before the first day of testing.

## The Testing Program

The Benchmark Examinations are composed of proficiency-based criterion-referenced tests developed specifically for Alaska. Test administration will occur February 17 through February 20, 2004, with makeup testing occurring February 23 through February 26, 2004.

## Braille/Large Print

Braille and/or Large Print editions of the Benchmark Examinations are available for blind or visually impaired students in your school or district. Special accommodations may be necessary when administering the tests to visually impaired students. Please check the student's Individualized Education Program (IEP) for special accommodations, if any.

For those districts that have ordered Braille and Large Print editions, please refer to the Test Administration Directions that will be included in the shipment of test materials.

### Braille Edition

The Braille edition of the Benchmark Examinations is a consumable document. Students who take the Braille edition use a device called a *Brailler*. School staff must transcribe verbatim the student's responses into a standard test book. Both the Braille edition and the standard test book should be bound together with a rubber band and returned with all test materials to CTB/McGraw-Hill for processing.

*NOTE: Test books must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover.*

### Large Print Edition

The Large Print edition of the Benchmark Examinations is also a consumable document. Students who take the Large Print edition mark their responses directly in the Large Print test book. School staff must then transcribe verbatim the student's responses into a standard test book. Both the Large Print edition and the standard test book should be bound together with a rubber band and returned with all test materials to CTB/McGraw-Hill for processing.

*NOTE: Test books must bear the signature(s) of the transcriber(s) and the transcription date on the inside front cover.*

### Test Security

The Benchmark Examination materials, including Braille and Large Print editions, are considered secure materials. Do not photocopy or duplicate any portion of the test materials at any time. When not in use, test materials must be kept in a locked room or cabinet to prevent unauthorized access. School personnel responsible for the testing must ensure that test materials are secure at all times.

### Fulfillment

Test materials will be delivered to your district by a shipping company or service between January 5 and January 13, 2004. School personnel responsible for the Benchmark Examinations must inventory all materials upon receipt. This is important so that any shortages can be reported to CTB/McGraw-Hill well before the testing date.

If you do not receive enough materials for testing in your school, please contact CTB/McGraw-Hill at (800) 459-6530 and select option 1. Associate Test Coordinators should contact their District Test Coordinator before contacting CTB/McGraw-Hill or EED.

### Group Information Sheet (GIS)

The Group Information Sheet (GIS) facilitates the accurate processing of answer documents. GISs will be precoded for schools in Alaska. Each school will receive 20 precoded GISs. Districts will receive a supply of 10 blank GISs.

It is critical that the information preprinted on the GIS be accurate. Check this information carefully. Correct information will ensure fast and accurate processing. The instructions for completing the GIS are provided on pages 15 and 16 of this manual.

### Invalid Tests

Special circumstances, interruptions, or distractions that affect individual or group performance can lead to invalid test results. Students who mark multiple or random responses to test items, experience sudden illness, cheat on the test, or become unduly disturbed by the testing situation should have their tests invalidated.

To be scored as invalid, a test book should be marked appropriately using the invalidation procedure described in number 7 on page 24 of this manual. Invalid test books should be returned with the other test books to be scored.

A test book that has been filled out incorrectly and replaced with a new book should be marked “DO NOT SCORE” on the front cover and placed with the unused books.

*NOTE: All test books for all students must be returned to CTB/McGraw-Hill.*

Section 1

# Instructions for Test Administrators

## Important Dates

| | |
|---|---|
| **January 5–13, 2004** | District offices receive test materials. |
| **February 17–26, 2004** | Schools conduct testing. After all testing is completed, assemble all test books for return to the district for consolidation. |
| **March 5–9, 2004** | Test materials are picked up by a shipping company or service at the district offices for return to CTB/McGraw-Hill. See instructions beginning on page 14 of this manual. |

## Preparation for Testing

To prepare for testing, the District Test Coordinator should follow these steps:

1. Inventory the test books, District Test Coordinator's Manuals, and Test Administration Directions immediately upon receipt. Record this information on the Benchmark Test Materials Inventory List found on page 13 of this manual. **Important: Photocopy this list and fax it to CTB/McGraw-Hill at (888) 282-0526.**
2. Report shortages to CTB/McGraw-Hill as soon as possible by calling (800) 459-6530 and selecting option 1.
3. Review this District Test Coordinator's Manual and the Test Administration Directions. Remember, test materials must be kept secure when not in use.
4. Distribute photocopies of the Test Administrator's Checklists to the people who will administer the tests. (Checklists are found in Section 3 of this manual, beginning on page 21.)
5. **Important: Save the boxes in which materials were delivered. These will be needed for returning materials to the district and for shipping test books to CTB/McGraw-Hill for processing.**
6. Schedule a meeting with test administrators and proctors to review testing procedures.

**Test Materials**

The following materials will be needed to administer the tests. In the schools, each test administrator must make sure these materials are available for testing. (Check off each item listed.)

Each student should have

- ☐ a consumable test book;
- ☐ several sharpened No. 2 pencils with erasers (no mechanical pencils);
- ☐ punch-out tools for the Mathematics test; and
- ☐ scratch paper for the Writing and Mathematics tests.

Each test administrator should have

- ☐ Test Administration Directions;
- ☐ extra test books;
- ☐ No. 2 pencils and scratch paper; and
- ☐ a Do Not Disturb sign (not provided by CTB/McGraw-Hill) for the door of the testing room.

## Administering the Tests

The Test Administration Directions will provide the information needed to administer the tests. This manual provides detailed descriptions of the tests and specific testing instructions. Directions should be followed exactly as presented in the Test Administration Directions.

## After Testing

To prepare test books for return to the district office, each test administrator should carefully follow these steps:

**1** Collect all test materials.

**2** Separate the test materials into the following groups:

- test books to be processed;
- used punch-out tools;
- all unused materials, including test books and shrink-wrapped punch-out tools;
- all test manuals; and
- scratch paper or other disposable materials.

*NOTE: A test book must be returned for each student who attempted to take the test, even if the student did not finish the test. Include such a test book with the test books to be processed, and be sure to mark the reason for not testing on the inside front cover of the test book.*

*3* Inventory the materials and record the information on the Benchmark Test Materials Inventory List found on page 13 of this manual. Your count should match the original inventory. **Important: Photocopy this list and forward it to your District Test Coordinator.**

*4* Review each test book cover or preprinted student information form to make sure that all student-identifying information has been provided and that the appropriate circles (or "bubbles") have been filled in. To ensure that the information is complete and correct, check each of the following:

- ☐ Student's name (See "A" on the sample front cover, page 12.)
- ☐ School name ("B")
- ☐ Teacher name ("C")
- ☐ Student's grade ("D")
- ☐ Student's gender ("E")
- ☐ Student's birth date: month, day, and year ("F")
- ☐ State ID Number ("G")
- ☐ District Student ID Number ("H")
- ☐ Student's ethnicity ("I")
- ☐ Teacher's Use Only ("J")
  Fill in any code(s) applicable to the student:
  1–Free or Reduced Lunch or TANF (formerly AFDC)
  2–Limited English Proficient
  3–Migrant Education
  4–Disabled
  5–Gifted
  6–The student is or has been enrolled in a vocational education class.
  7–Large Print
  8–Braille
  9–Accommodation used for disabled student
  10–Modified administration (results are invalid)

  Changes to a testing situation that alter what the test measures or the level of performance that must be met are called *test modifications*. Modifications are changes to the setting, scheduling, timing, presentation, or response format of a test. For example, when the questions on a reading test are read to an examinee, the test results do not represent reading ability. Similarly, when a calculator is used on a test of basic mathematics competencies, it is a skill other than computation that is being measured. Other modifications can alter the level of performance expected on a test, such as administering a Grade 3 test to a Grade 6 student. Modifications are not the same as test accommodations. An accommodated test produces valid test results, whereas a modification produces invalid test results.

**IF YOU ARE USING PREPRINTED STUDENT INFORMATION FORMS:** Fill in the above information **only** on the student information form. Do **not** fill it in on the test book.

**IF YOU ARE NOT USING PREPRINTED STUDENT INFORMATION FORMS:** Fill in the above information on the front cover and inside front cover of the test book.

On the inside front cover of the test book, fill in for each content area any code that explains why a student did not take the test:
① absent
② student refusal
③ parent refusal
④ illness
⑤ other

Complete any missing information on the preprinted student information form or test book cover. If any information on the preprinted student information form is incorrect, fill in the front cover of the test book **completely** and discard the student information form.

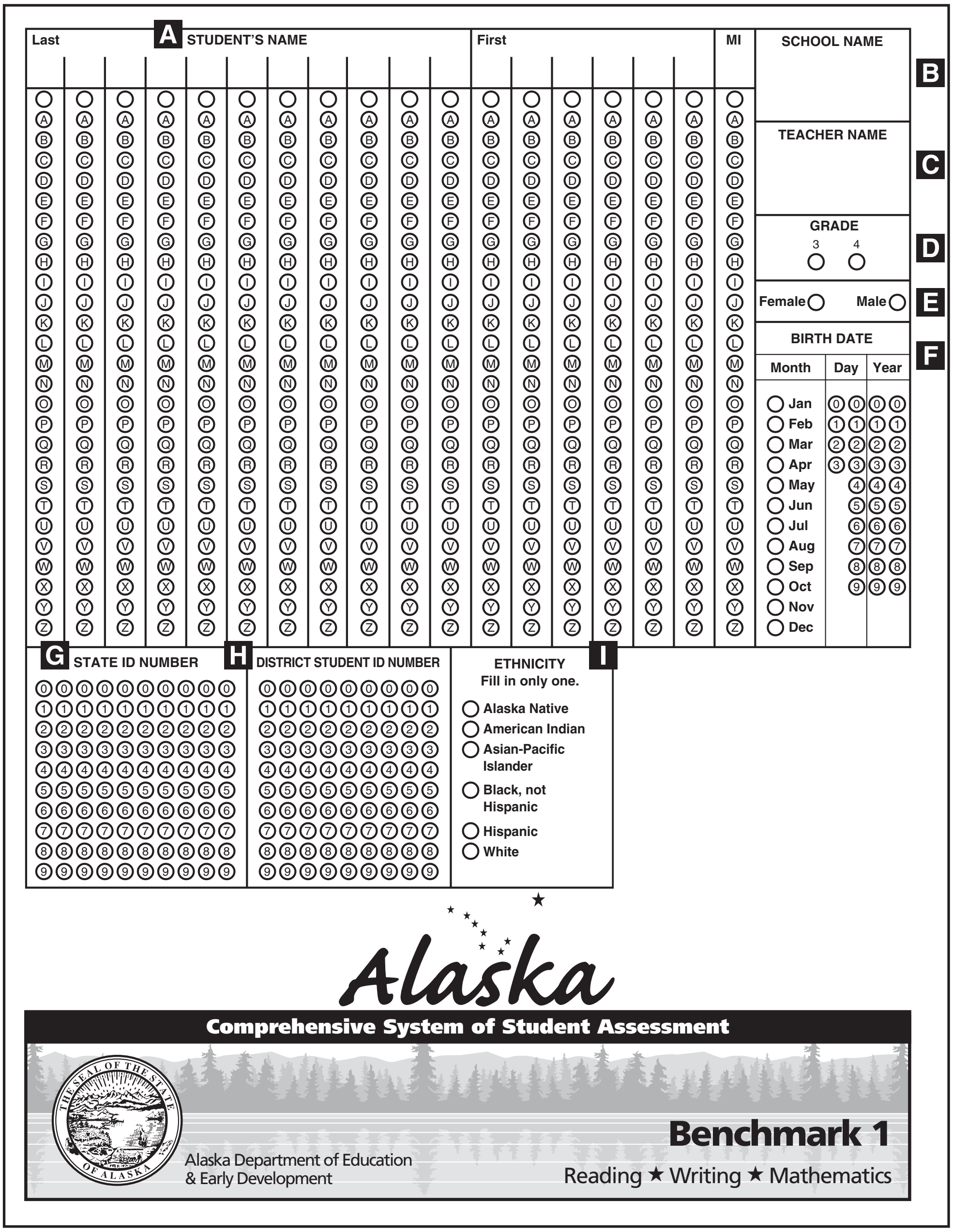
If both the preprinted student information form and a filled-in test book cover are returned, **the preprinted student information form will override all the information on the test book cover.** Incorrect or incomplete information may affect test results.

*5* Review the test books to make sure they are ready for processing. Documents must be free of bent corners, folds, and clips. Erasures must be clean. If you are using preprinted student information forms, insert each student's form inside the front cover of his or her test book. Make sure the names on the preprinted student information forms and the test books match.

*6* Remove all Mathematics Reference Sheets (Benchmark 3 only) and any other loose paper from the test books.

*7* All test materials, including manuals, **must** be returned to your District Test Coordinator when testing is completed.

## Test Book Cover


**A** STUDENT'S NAME

Last | First | MI

**B** SCHOOL NAME

**C** TEACHER NAME

**D** GRADE

3 ○ 4 ○

**E** Female ○ Male ○

**F** BIRTH DATE

| Month | Day | Year |
|---|---|---|
| ○ Jan | ⓪ ⓪ | ⓪ ⓪ |
| ○ Feb | ① ① | ① ① |
| ○ Mar | ② ② | ② ② |
| ○ Apr | ③ ③ | ③ ③ |
| ○ May | ④ | ④ ④ |
| ○ Jun | ⑤ | ⑤ ⑤ |
| ○ Jul | ⑥ | ⑥ ⑥ |
| ○ Aug | ⑦ | ⑦ ⑦ |
| ○ Sep | ⑧ | ⑧ ⑧ |
| ○ Oct | ⑨ | ⑨ ⑨ |
| ○ Nov | | |
| ○ Dec | | |

**G** STATE ID NUMBER

**H** DISTRICT STUDENT ID NUMBER

**I** ETHNICITY
Fill in only one.

- ○ Alaska Native
- ○ American Indian
- ○ Asian-Pacific Islander
- ○ Black, not Hispanic
- ○ Hispanic
- ○ White

Alaska

Comprehensive System of Student Assessment

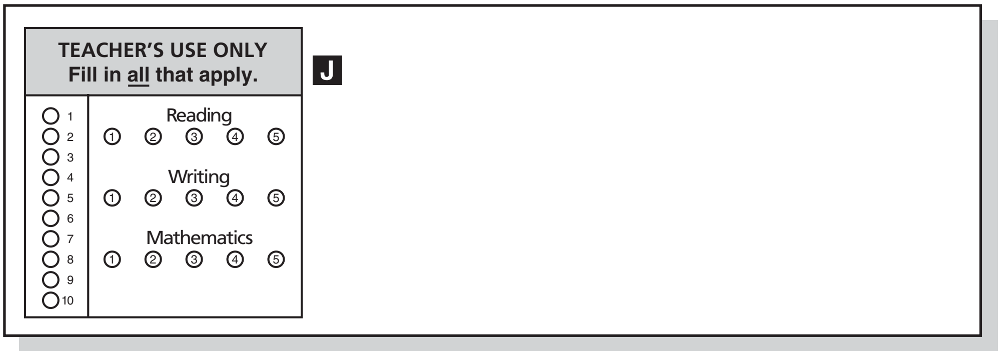
Benchmark 1

Reading ★ Writing ★ Mathematics

Alaska Department of Education & Early Development

For Benchmark 1 students, and pursuant to a state mandate that Grade 4 students may no longer take the Benchmark 1 (Grade 3) test, only the Grade 3 bubble is to be filled in by students and test administrators. Students whose test book covers are bubbled in at Grade 4 will be reported at the Grade 3 level.

## Inside Front Cover


**TEACHER'S USE ONLY**
**Fill in all that apply.**

**J**

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ 10

Reading ① ② ③ ④ ⑤

Writing ① ② ③ ④ ⑤

Mathematics ① ② ③ ④ ⑤

## Benchmark Test Materials Inventory List

District name: ___________________________
School name: ___________________________
Contact person: ___________________________
Phone number: ___________________________

| | | *Received from CTB/McGraw-Hill* | *Sent to classrooms* | *Returned from classrooms* | |
|---|---|---|---|---|---|
| ***Benchmark 1 School Test Package*** | | | | *Used* | *Unused* |
| *10/5 Custom test books* | *42022* | | | | |
| *1 Test Administration Directions* | *44335* | | | | |
| *2 Test Coordinator's Manuals* | *44338* | | | | |
| *10/5 Punch-out tools (ruler, pattern blocks, coins)* | *67520* | | | | |
| *Braille punch-out tools (ruler, pattern blocks, coins)* | *67520-BR* | | | | |
| *Opportunity to Learn (OTL) Teacher Survey* | *68549* | | | | |
| *Opportunity to Learn (OTL) Return Envelopes* | *41000* | | | | |
| ***Benchmark 2 School Test Package*** | | | | *Used* | *Unused* |
| *10/5 Custom test books* | *42023* | | | | |
| *1 Test Administration Directions* | *44336* | | | | |
| *2 Test Coordinator's Manuals* | *44338* | | | | |
| *10/5 Punch-out tool (ruler)* | *67521* | | | | |
| *Large Print punch-out tool (ruler)* | *42938-LP* | | | | |
| *Braille punch-out tool (ruler)* | *43896-BR* | | | | |
| *Opportunity to Learn (OTL) Teacher Survey* | *68550* | | | | |
| *Opportunity to Learn (OTL) Return Envelopes* | *41000* | | | | |
| ***Benchmark 3 School Test Package*** | | | | *Used* | *Unused* |
| *10/5 Custom test books* | *42024* | | | | |
| *1 Test Administration Directions* | *44337* | | | | |
| *2 Test Coordinator's Manuals* | *44338* | | | | |
| *10/5 Punch-out tools (ruler, protractor)* | *40578* | | | | |
| *Large Print punch-out tools (ruler, protractor)* | *42938-LP* | | | | |
| *Braille punch-out tools (ruler, protractor)* | *43191-BR* | | | | |
| *Opportunity to Learn (OTL) Teacher Survey* | *68552* | | | | |
| *Opportunity to Learn (OTL) Return Envelopes* | *41000* | | | | |
| ***Ancillary Materials*** | | | | | |
| *Group Information Sheets* | *41636* | | | | |
| *School/Group Lists* | *68701* | | | | |
| *School/Group Envelopes* | *67316* | | | | |
| *Orange shipping labels* | | | | | |

# *Returning Materials for Processing*

The following are directions for the District Test Coordinator to use when returning test materials to CTB/McGraw-Hill for scoring.

## *Materials*

The following will be needed to package test materials. Make sure that you have an ample supply of

☐ Group Information Sheets;

☐ School/Group Lists;

☐ envelopes for returning test books;

☐ orange shipping labels (provided by CTB/McGraw-Hill);

☐ marking pens;

☐ shipping boxes (saved from receipt of materials); and

☐ box sealing or packaging tape.

## *Destruction of Test Directions and Manuals*

Destroy all Test Administration Directions and Test Coordinator's Manuals before packaging materials for return.

Unused (shrink-wrapped) punch-out tools for the Mathematics test should be retained or destroyed at the district's discretion.

## *Preparing the Paperwork*

These are the directions for checking and completing the forms needed to score answer documents. It is important that this paperwork be complete and accurate when answer documents are received for scoring at CTB/McGraw-Hill.

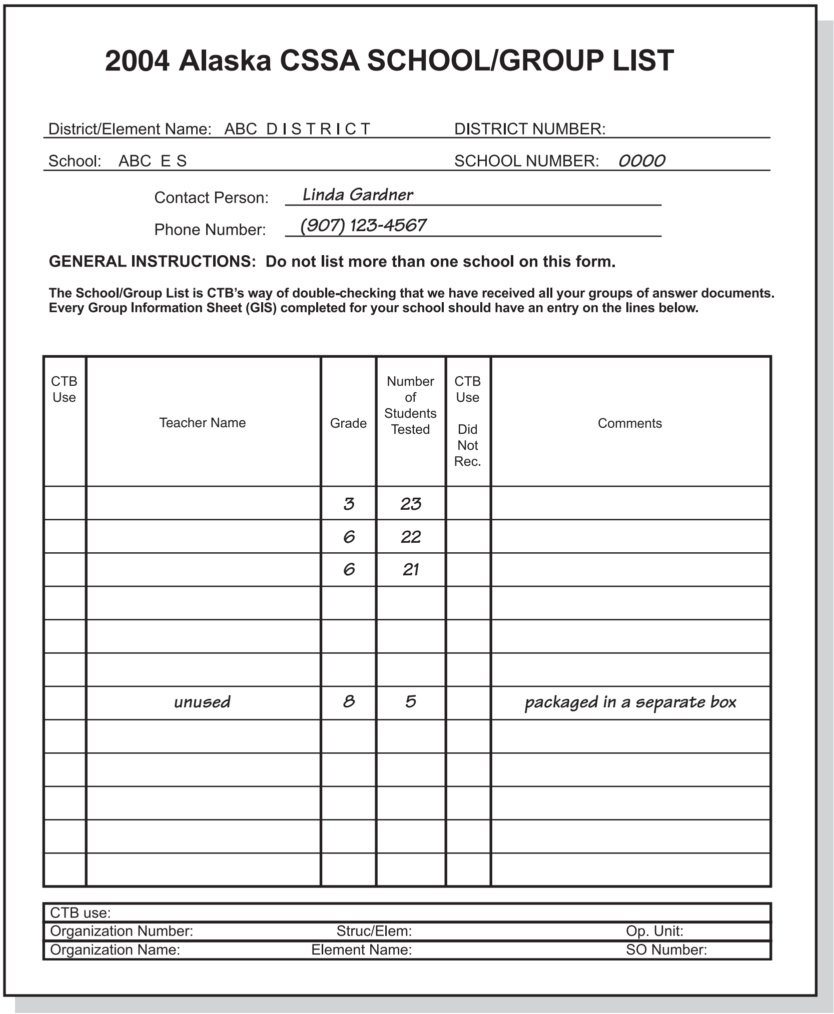
### *School/Group List (SGL)*

A School/Group List (SGL) must accompany each shipment of test books from a school. (See the sample SGL on the next page of this manual.) This form serves as a shipping manifest for each school. The preprinted SGL must be completed and verified by the test administrator. To complete the SGL, follow these steps:

***1*** Verify the district name in the space labeled "District/Element Name."

***2*** Verify the district number in the space labeled "DISTRICT NUMBER."

3. Verify your school name in the space labeled “School.”
4. Verify your school number in the space labeled “SCHOOL NUMBER.”
5. Write the name of your school contact person and his or her telephone number on the lines labeled “Contact Person” and “Phone Number.”
6. Fill in the number of students tested by class. This information should match the GIS for each class.
7. List the number of unused test books (one number for entire school).



**2004 Alaska CSSA SCHOOL/GROUP LIST**

District/Element Name: ABC DISTRICT DISTRICT NUMBER:

School: ABC E S SCHOOL NUMBER: 0000

Contact Person: Linda Gardner

Phone Number: (907) 123-4567

**GENERAL INSTRUCTIONS: Do not list more than one school on this form.**

**The School/Group List is CTB’s way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.**

| CTB Use | Teacher Name | Grade | Number of Students Tested | CTB Use Did Not Rec. | Comments |
|---|---|---|---|---|---|
| | | 3 | 23 | | |
| | | 6 | 22 | | |
| | | 6 | 21 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | unused | 8 | 5 | | packaged in a separate box |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

CTB use:
Organization Number: Struc/Elem: Op. Unit:
Organization Name: Element Name: SO Number:

## Group Information Sheet (GIS)

Each classroom’s set of test books returned to CTB/McGraw-Hill for processing must be accompanied by a Group Information Sheet (GIS). (See the sample GIS on the next page of this manual.) The GIS identifies the class or group for which reports are generated. This information is critical to the correct scoring of answer documents.

It is the responsibility of the school test administrator to complete and verify the following information on the GIS for each group of test books to be scored.

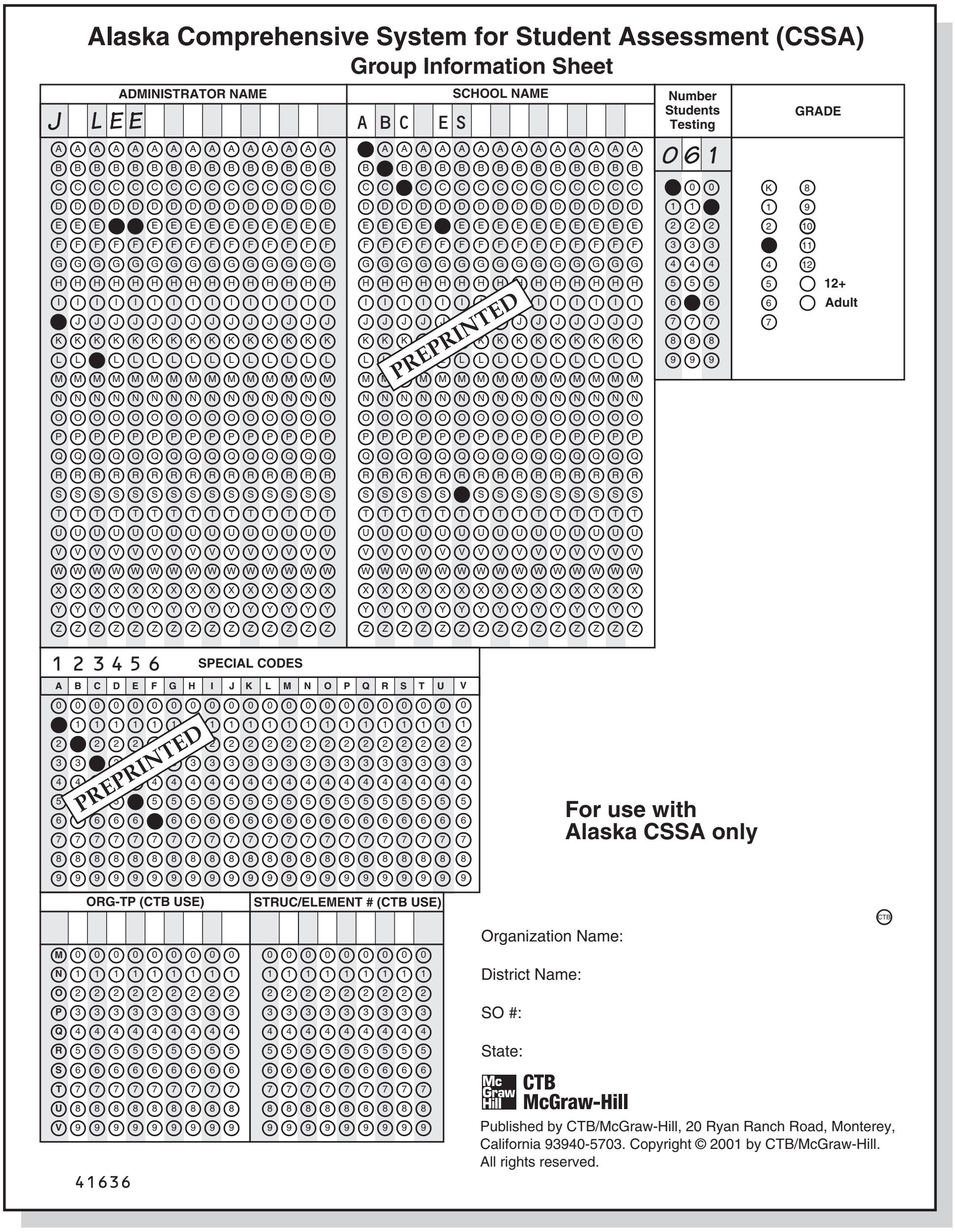
The following information should already be preprinted and precoded on the sheets:

- the school name; and
- the district/school number (in the “Special Codes” section).

The following information should be filled in by the teacher or test administrator:

- the name of the teacher or test administrator;
- the number of students testing, by classroom; and
- the grade identification.

If you administer the test to more than one classroom, you must complete **only one** GIS for each classroom. If you do not receive preprinted GISs, or if the preprinted information is not correct, please call CTB/McGraw-Hill at (800) 459-6530 and select option 2.



**Alaska Comprehensive System for Student Assessment (CSSA)**

**Group Information Sheet**

| ADMINISTRATOR NAME | SCHOOL NAME | Number Students Testing | GRADE |
|---|---|---|---|
| J LEE | ABC ES | 061 | 6 |

PREPRINTED

1 2 3 4 5 6 SPECIAL CODES

PREPRINTED

ORG-TP (CTB USE)

STRUC/ELEMENT # (CTB USE)

**For use with Alaska CSSA only**

Organization Name:

District Name:

SO #:

State:

CTB McGraw-Hill

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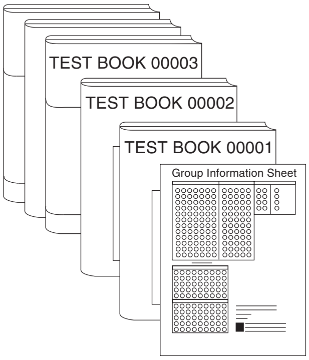
41636

## Packaging the Test Books

Each school should follow these steps when packaging Benchmark Examinations test books for shipment to CTB/McGraw-Hill. Carefully adhering to these directions will help to ensure that the test reports give you the full range of information they are designed to provide. **Failure to follow these directions may cause a delay in processing your answer documents.**

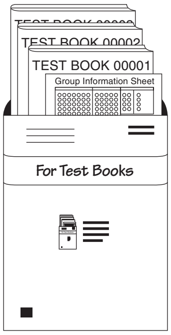
### Step 1

Unless you are using preprinted student information forms (see page 11), be sure that each student has written and coded his or her name, the teacher's name, and the school name on the front cover of the test book. Place a GIS on top of each classroom's test books. **Note that a separate GIS is required for each classroom tested.**


TEST BOOK 00003
TEST BOOK 00002
TEST BOOK 00001
Group Information Sheet

### Step 2

Each classroom's test books should be placed in the envelopes provided. **Do not use paper clips, tape, or adhesive to band the test books together.**


TEST BOOK 00002
TEST BOOK 00001
Group Information Sheet
For Test Books

### Step 3

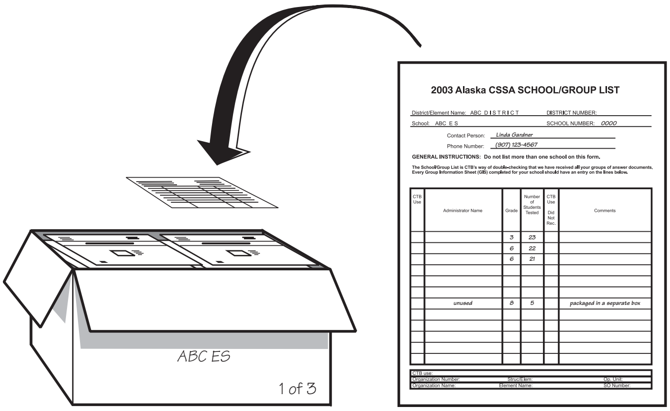
If there is more than one stack per classroom/teacher/school, the envelopes should be numbered "1 of x," "2 of x," etc.

Each envelope should also be labeled with the teacher's name and the school's name.

Unused test books should be placed in separate envelopes and clearly marked "UNUSED." If there are multiple stacks, the envelopes should be numbered "1 of x," "2 of x," etc.

**Step 4**

Fill out an SGL for your school's test books. Place all SGLs on top of the envelopes in Box #1. (See pages 14 and 15 for instructions on completing the SGL.)



**2003 Alaska CSSA SCHOOL/GROUP LIST**

District/Element Name: ABC DISTRICT DISTRICT NUMBER:

School: ABC ES SCHOOL NUMBER: 0000

Contact Person: Linda Gardner

Phone Number: (907) 123-4567

**GENERAL INSTRUCTIONS: Do not list more than one school on this form.**

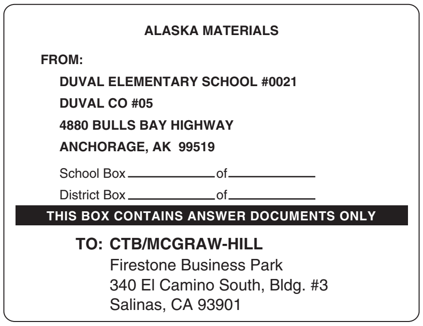
**The School/Group List is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.**

| CTB Use | Administrator Name | Grade | Number of Students Tested | CTB Use Did Not Rec. | Comments |
|---|---|---|---|---|---|
| | | 3 | 23 | | |
| | | 6 | 22 | | |
| | | 6 | 21 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | unused | 8 | 5 | | packaged in a separate box |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

CTB use:
Organization Number: Struc/Elem: Op. Unit:
Organization Name: Element Name: SO Number:

**Step 5**

Fill out a shipping label for each box. For both the school and the district, print the number of boxes in the spaces provided. Apply an orange shipping label to the lower right-hand corner of each box.



**ALASKA MATERIALS**

**FROM:**
**DUVAL ELEMENTARY SCHOOL #0021**
**DUVAL CO #05**
**4880 BULLS BAY HIGHWAY**
**ANCHORAGE, AK 99519**

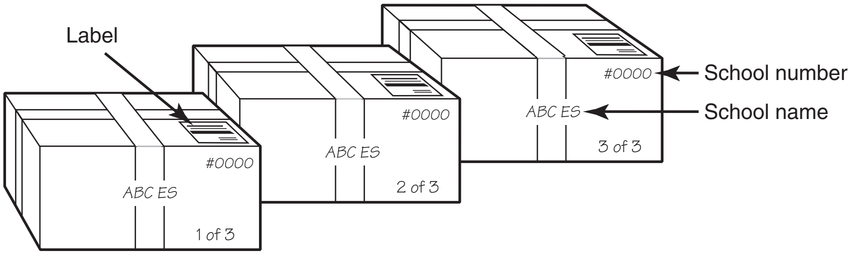
School Box ________ of ________
District Box ________ of ________

**THIS BOX CONTAINS ANSWER DOCUMENTS ONLY**

**TO: CTB/MCGRAW-HILL**
Firestone Business Park
340 El Camino South, Bldg. #3
Salinas, CA 93901

**Step 6**

Print your school number and school name on the side of each box. Seal all boxes securely. On the outside of each box, write the number of boxes being sent (e.g., "1 of 3," "2 of 3," "3 of 3").



**ATTENTION: Each school's answer documents must be consolidated at the district level and sent to CTB/McGraw-Hill in one shipment. If some schools' documents are shipped separately from the district's shipment, it may not be possible to include data from those schools in the district-level reports.**

*NOTE: Unused test books should be packed separately in a box marked with the district label and returned to CTB/McGraw-Hill.*

**Step 7**

**In order to meet an earlier Benchmark reporting window in 2004, it is necessary to establish an earlier pickup date for the larger districts. Therefore, Benchmark materials will be picked up on March 5, 2004, from the following districts: Anchorage, Fairbanks, Mat-Su, and Kenai Peninsula. These districts will be contacted by a CTB carrier to arrange for pickup. The remaining districts will have a final pickup date of March 9, 2004.**

**To ensure timely pickup of materials, districts should instruct schools to return materials immediately upon completion of testing (or upon completion of makeup testing, if necessary). Districts should not consolidate their Benchmark and HSGQE test materials into one shipment, as HSGQE test materials need to be returned to CTB in an earlier and separate shipment to meet a more stringent 2004 reporting schedule. When district materials are ready for pickup, send an e-mail to transportation@ctb.com (with a copy to Cathy Anderegg at EED addressed as follows: Cathy_Anderegg@eed.state.ak.us) with the subject line "Alaska Pickup." Please include in the e-mail your district name and number, physical location, and hours of operation. CTB will contact the district offices with the carrier's name. Pickup will occur 1–3 days after your e-mail is received. Please make sure that all test materials have been packaged and are ready for pickup between March 5 and March 9, 2004.**

## Section 3

# Checklists

The checklists on the following pages have been developed to help test administrators and District Test Coordinators do everything possible to ensure a successful testing program. Using these checklists will help ensure that accurate data are collected. Please photocopy these checklists and distribute them to all people administering the Benchmark Examinations.

# Test Administrator's Checklists

Test Administrator's Checklist #1
**Before Testing**

*1* Announce the test dates well in advance of the scheduled testing.

*2* Explain the purpose of the test to the students. Answer any questions they may have about testing procedures or the use of test results. **Remember, the Benchmark Examinations are secure tests. Do not photocopy or duplicate any portion of the test books at any time.**

*3* Read the Test Administration Directions. Be thoroughly familiar with all testing procedures.

*4* Plan the testing to avoid rushed sessions and fatigue.

*5* Check to be sure that you have the following materials:

☐ a sufficient number of test books;

☐ Test Administration Directions;

☐ several sharpened No. 2 pencils with erasers (no mechanical pencils);

☐ punch-out tools for the appropriate grade;

☐ scratch paper; and

☐ a Do Not Disturb sign (not provided by CTB/McGraw-Hill) for the door of the testing room.

*6* Make sure students will have a quiet environment in which to work.
It should have adequate space, good ventilation, and proper lighting.

*7* Make sure the student-identifying information is completed correctly.

- If students are filling in the information, draw an outline of the cover of the test book on the chalkboard.
- If teachers are filling in the information, complete all student-identifying information before the testing session. (Make sure birth dates are correct and each student receives the correct test book.)

*Test Administrator's Checklist #2*
***During Testing***

**1** Place a Do Not Disturb sign outside the closed door of the testing room.

**2** Ensure the orderly distribution and collection of test materials.

**3** Carefully lead students through the process of filling in the student-identifying information. Use the model on the chalkboard to guide them.

**4** Review with students the rules for using test books:

- ☐ Marks must be made in No. 2 pencil.
- ☐ Marks must be dark and the circles filled in completely.
- ☐ Erasures must be clean.

**5** Remind students to use scratch paper to plan written responses in the Writing test and work out problems for multiple-choice Mathematics items.

**6** Observe the "Stop" and "Start" directions and the testing schedule suggested in the Test Administration Directions.

**7** Make sure students are marking in the correct places in their test books and are marking only one response for each item.

**8** As you circulate around the room, make sure students are in the correct section of the test book by observing the colored tab at the top of each page.

**9** Remind students to remove the Mathematics Reference Sheets (Benchmark 3 test books only).

*Test Administrator's Checklist #3*
***After Testing***

*1* Collect **all** test books. Before dismissing students, count all test books to make sure that all materials have been returned. The test books **must** be inspected for completeness.

*2* Check the condition of the test books to ensure that

☐ the pages in the test books are not bent, torn, or damaged. If pages are damaged, transfer student responses and identification information into a new test book. Test books with damaged pages must be placed at the top of the stack of used test books and returned with the testing materials.

☐ the Mathematics Reference Sheets have been removed (Benchmark 3 test books only). **Failure to remove these sheets will delay the processing of documents.**

☐ each student has written his or her name, the teacher's name, and the school name on the front cover. If you are using preprinted student information forms, check that the information for each student is complete and accurate. If a student's information is incomplete, manually add the missing information to the preprinted student information form. If the information is inaccurate, destroy the form and fill in the information bubbles on the test book cover. **Remember that information on the preprinted student information form overrides any information on the test book cover.**

☐ all identifying data for students are filled in accurately and completely.

☐ response marks are in No. 2 pencil, heavy and dark, and filled in completely.

☐ responses changed by students have been erased completely.

☐ stray or extraneous marks or smudges have been erased completely.

☐ an SGL is completed (one per school)—see pages 14 and 15 of this manual for instructions.

☐ GISs are completed—see pages 15 and 16 of this manual for instructions.

3 Separate the test materials into the following groups:

- ☐ test books to be processed;
- ☐ all unused materials, including test books and shrink-wrapped punch-out tools;
- ☐ all test manuals; and
- ☐ used punch-out tools, scratch paper, Mathematics Reference Sheets, or other disposable materials.

4 Inventory the test books, District Test Coordinator's Manuals, and Test Administration Directions. Record the information on the Benchmark Test Materials Inventory List found on page 13 of this manual. Your count should match the original inventory. **Important: Photocopy this list and forward it to your District Test Coordinator.**

5 For students who did not attempt one or more content area tests, fill in the appropriate code on the inside front cover of the test book to indicate the reason. These codes are listed in the Test Administration Directions.

6 *NOTE: A test book must be returned for each student who attempted to take the test, even if the student did not finish the test. Include such a test book with the test books to be processed, and be sure to mark the reason for not testing on the inside front cover of the test book.*

7 Mark invalid tests by filling in the small diamond that appears at the bottom of the first page of that content area test. In addition, fill in all of the circles for the first five multiple-choice questions in that content area.

8 Return all test books to your District Test Coordinator in labeled envelopes. Place a completed GIS in the first envelope of each classroom's test books. Several bundles of test books may have to be assembled. Include a list of any problems or incidents that occurred during testing. Do not use paper clips, tape, or adhesive to band the test books together.

9 Box test books, unused test materials, punch-out tools, and scratch paper together.

10 Return all materials to your District Test Coordinator.

## District Test Coordinator’s Checklist

District Test Coordinators should use this checklist to make sure all steps have been completed before contacting CTB/McGraw-Hill at transportation@ctb.com for the return of test books. Before releasing test books for shipment, please answer the following questions:

- ☐ Have you received all test books that are to be processed? Use the Benchmark Test Materials Inventory List on page 13 to check that your count matches the original inventory.
- ☐ Is each student’s name, teacher’s name, and school name written clearly and correctly on the front cover of his or her test book?
- ☐ Have the student information forms been inserted inside the front cover of each student’s test book?
- ☐ Have the test books been grouped by school/classroom/grade?
- ☐ Have all Mathematics Reference Sheets been removed from the Benchmark 3 test books?
- ☐ Have you discarded all used punch-out tools and scratch paper?
- ☐ Is there a completed GIS included with each class or group of test books?
- ☐ Are the test book envelopes labeled correctly?
- ☐ Is a completed SGL included in Box #1 for each school in your shipment?
- ☐ Have the completed test books been packaged in the boxes in which the materials were received?
- ☐ Have unused test books been placed in separate envelopes and labeled properly?
- ☐ Have you printed the school number and the school name on the side of each box?
- ☐ Are the boxes clearly numbered, e.g., “1 of 3,” “2 of 3,” etc., for your district?
- ☐ Has an orange shipping label been applied to each box of test books to be returned to CTB/McGraw-Hill for scoring?
- ☐ Have you destroyed the District Test Coordinator’s Manuals and Test Administration Directions?

# Customer Service

CTB/McGraw-Hill wants to provide Alaska teachers and school administrators with the best service and support possible. If you have questions regarding the Benchmark Examinations or testing procedures, call CTB/McGraw-Hill toll-free at (800) 459-6530. Associate Test Coordinators should contact their District Test Coordinator before contacting CTB/McGraw-Hill or EED.

Representatives are available from 8:00 A.M. to 5:00 P.M. Pacific Standard Time, Monday through Friday. CTB/McGraw-Hill representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed.

You may fax information to CTB/McGraw-Hill at (888) 282-9579.

Having information prepared before calling CTB/McGraw-Hill will enable us to answer your questions quickly and accurately. When you call, please have your school's identification information available, including

☐ Name of your school: ______________________________

☐ District code and school number: ______________________________

☐ Contact person's name: ______________________________

☐ Contact person's phone number: ______________________________

☐ Your fax number: ______________________________

☐ Category of help you need, such as

- materials shortages;
- testing schedules; or
- returning answer documents to CTB/McGraw-Hill.

## Test Materials

If you have questions regarding test materials, please provide the necessary materials information:

☐ Materials title: ______________________________

☐ Materials code number: ______________________________

☐ Grade level: ______________________________

☐ Quantity needed: ______________________________

The Alaska
Comprehensive System
of Student Assessment

Benchmarks 1, 2, and 3
**District Test Coordinator's Manual**
Spring 2004

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